



COMDTINST 5305.8
31 Aug 98

COMMANDANT INSTRUCTION 5305.8

Subj: PREPARATION EQUALS PERFORMANCE (PEP) AWARD PROGRAM

Ref: (a) Rewards and Recognition Handbook, COMDTPUB P1650.37

1. PURPOSE. To provide timely, informal recognition by the Commandant to members of the Coast Guard who demonstrate outstanding performance as a result of thorough preparation.
2. ACTION.
 - a. The Commandant will screen all PEP nominations and select awardees.
 - b. The Coast Guard Chief of Staff; area and district commanders; assistant commandants; the Chief Counsel; Superintendent, Coast Guard Academy; and flag and SES-level directors; and commanding officers of Maintenance and Logistics Commands and joint task forces shall actively promote the PEP Award Program by:
 - (1) Publicizing the PEP Award Program within their areas of cognizance,
 - (2) Seeking to identify worthy recipients,
 - (3) Submitting nominations to facilitate prompt recognition.
3. DIRECTIVES AFFECTED. None.
4. DISCUSSION.
 - a. The PEP Award, consisting of a personal letter from the Commandant and a PEP Award paperweight, combines the spirit of the Commandant's personal motto, the Coast Guard's motto, and the Department of Transportation's "Find the Good and Praise It" initiative in a readily approved informal award.

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- b. The PEP Award program is intended to provide prompt informal recognition outside the formal awards processes. Receipt of PEP awards has no effect on eligibility for formal awards for the same performance.
- 5. ELIGIBILITY. Active and Reserve members of the Coast Guard, civilian and NAF employees of the Coast Guard, and members of the Coast Guard Auxiliary are eligible to receive PEP Awards.
- 6. PROCEDURE. Officials specified in paragraph two may submit nominations and draft letters of recognition directly to the office of the Commandant, using enclosure (1) or a locally produced facsimile providing similar information. E-mail to the Aide to the Commandant is permitted.

JAMES M. LOY
Admiral, U.S. Coast Guard
Commandant

Encl: (1) Nomination Format

**Nomination for
Commandant's PEP Award**

From: [Nomination authority listed in paragraph two of COMDTINST 5305.8]

To: Commandant, U.S. Coast Guard

Name of Nominee:

Organization/Unit/Location:

Desired Date of Award Presentation: [Optional. Specify event if known.]

POC & Phone Number: [Person with more specific information about the cited preparation and performance.]

Reason for Nomination: [No more than two or three sentences specifying specific preparation, the resulting performance, and the significance of the performance.]

Commandant Action:

[] **Approved**

[] **Disapproved**

Comments: